



20 August 2021

ASX: MEM

Dear Shareholder,

### **CHANGE OF GENERAL MEETING PROCEDURES – VIRTUAL MEETING**

Due to the current restrictions and stay-at-home orders in place, the General Meeting of shareholders to be held on Tuesday 24<sup>th</sup> August 2021 commencing at 2pm (AEST) will be held as a virtual meeting.

This also follows recent Royal Assent of the *Treasury Laws Amendment (2021 Measures No. 1) Act 2021 (Act)* permitting the use of electronic meetings.

The Meeting Materials have been posted to the ASX Market announcements page (ASX code MEM) on 23 July 2021 and are also found on the Company's website at [Investor Relations - Homebush, Melbourne, Sydney | Memphasys Ltd.](#)

#### **Virtual attendance at the EGM**

The meeting is to be held as a virtual EGM and shareholders can only attend online.

Attendance is via the LUMI online meeting link – <https://web.lumiagm.com/345654798>

Access to the meeting is via your Username which is your Voting Access Code (VAC). This can be located on the first page of your proxy form.

The Password is the postcode of the registered address for your holding if you are an Australian shareholder. For overseas shareholders, the password is your registered address country code – a three-character country code e.g., New Zealand – NZL. A full list of country codes can be found at the end of the Online Voting User Guide available with the [Meeting Materials](#). Should you have any issues joining the meeting contact BoardRoom Pty Limited on 1300 737 760.

Online registration opens 1 hour prior to the meeting.

You can vote and ask questions via the LUMI online meeting link.

#### **Questions to the Board**

You are encouraged to direct questions to the Board by email at [info@memphasys.com](mailto:info@memphasys.com) so that they are received not later than 5.00pm Monday 23<sup>rd</sup> August 2021. Please use the email subject "2021 EGM Question."

At the EGM, the Chairman will allow a reasonable opportunity for questions from Shareholders and all questions asked will be answered.

## **Voting by proxy on resolutions before the meeting**

As a result of the potential health risks and the Governments restrictions in response to the COVID-19 pandemic, the Company encourages all shareholders to lodge a directed proxy form prior to the meeting.

To vote online, visit <https://www.votingonline.com.au/memphasysgm2021> and enter your Postcode OR Country of Residence (if outside Australia), and enter your Voting Access Code (VAC).

If you are unable to participate in the meeting, we encourage you to appoint a proxy to exercise your vote using either the online website or by using the proxy form previously provided to you (by email or by post). Proxies must be appointed by no later than 2pm (AEST) on 22 August 2021. Please follow the instructions on the website/form to submit your vote.

Corporate shareholders will be required to complete a Certificate of Appointment of Representative to enable a person to participate in the meeting on their behalf. This form and/or instructions are available from BoardRoom Pty Ltd

Attending the meeting online enables shareholders to view the EGM webinar, ask questions and cast direct votes at the appropriate times whilst the meeting is in progress.

More information regarding participating in the EGM online can be found by visiting [Investor Relations - Homebush, Melbourne, Sydney | Memphasys Ltd](#).

All resolutions will be voted on by way of a Poll.

Yours sincerely,

Andrew Metcalfe  
Company Secretary

**Memphasys Limited**  
30-32 Richmond Road  
Homebush West NSW 2140

**Postal Address**  
P.O. Box 2202  
Homebush West NSW 2140

**Contact Details**  
**P** +612 8415 7300  
**F** +612 8415 7399

**E** [info@memphasys.com](mailto:info@memphasys.com)  
**W** [memphasys.com](http://memphasys.com)  
**ABN** 33 120 047 556